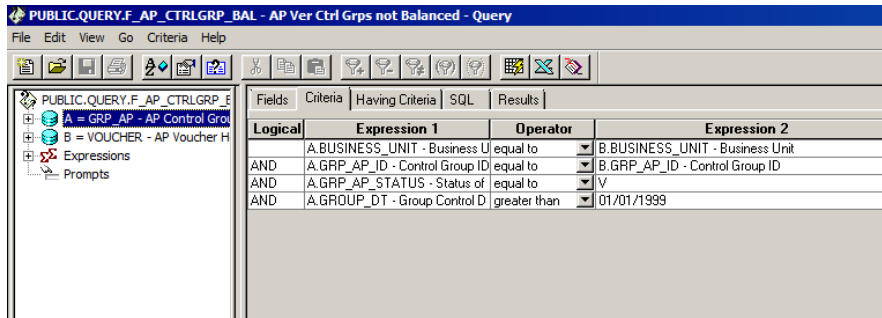


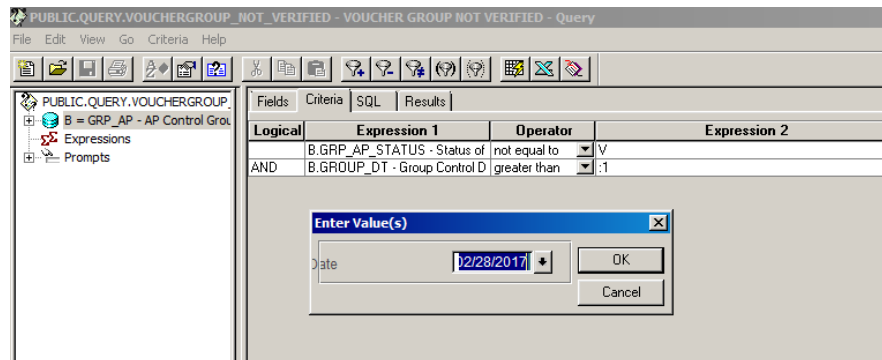
ACCOUNTS PAYABLE MONTH END CLOSE PROCESS

STEPS 1-14 COMPLETED ON LAST DAY OF THE MONTH

1. Send an email to the Accounts Payable staff reminding them to stop all data entry and close/balance all groups before 4:00pm on the last day of the month in order to prepare for month end close processes.
2. Open FMPRD two-tier and run the following query **F_AP_CTRLGRP_BAL** (no changes need to be made to the query prior to running). This query will identify any control groups that are not balanced in PeopleSoft.
 - a. This report should be blank but if data appears, login to PeopleSoft to bring up the control group number(s) and balance them.



3. Repeat step two in order to ensure that all groups are balanced.
4. Run the **VOUCHERGROUP_NOT_VERIFIED** query. A parameters box will appear asking you to enter a control group date. Enter the last day of the month you are closing.
 - a. The report should be blank but if data appears, login to PeopleSoft to bring up the control group number and verify the groups



5. Repeat step four in order to ensure that all groups are verified.
6. Run the **VOUCHERS_W_RECYCLED_STATUS** query (no changes need to be made to the query prior to running).
 - a. The report should be blank but if data appears, login to PeopleSoft to bring up the voucher(s) that are recycled. These are typically vouchers that are brought in through an upload process and in error status. Work through these errors and make the necessary corrections.
7. Repeat step six to ensure no vouchers are in recycled status

NOTE: Posting cannot occur unless ALL vouchers in the above queries are corrected.

ACCOUNTS PAYABLE MONTH END CLOSE PROCESS

The following steps should be scheduled to run for the last day of the month you are closing and after the above queries have been run.

8. **Posting Vouchers:** Navigate to **Accounts Payable-Batch Processes-Vouchers-Voucher Posting**.
 - a. Under the **Find an Existing Value** tab, click **Search**
 - b. Select your run control
 - c. Click **Run**

Voucher Posting Request

Run Control ID: VOUCHER_POSTING_MONTHEND

Process Request Parameters

*Request ID: RAB08
 *Description: VOUCHER POSTING
 *Process Frequency: Always Process
 *Post Voucher Option: Post All Units
 *Prepayment Application Method: Invoicing Supplier

Business Unit	Voucher ID	Control Group ID	Contract ID	SetID	Origin

Buttons: Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Add, Update/Display

- d. Change **Run Date** to the **last day of the month**
- e. Change **Run Time** to **5:15:00PM**
- f. Click **OK**

Process Scheduler Request

User ID: RAB08
 Run Control ID: VOUCHER_POSTING_MONTHEND

Server Name: PSNT
 Recurrence: [dropdown]
 Time Zone: [dropdown]

Run Date: 02/28/2017
 Run Time: 5:15:00PM
 Button: Reset to Current Date/Time

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PS/AP Voucher Posting	AP_PSTVCHR	Application Engine	Web	TXT	Distribution

Buttons: OK, Cancel, Refresh

9. **Posting Payments:** Navigate to **Accounts Payable-Batch Processes-Payment-Payment Posting**.
 - a. Under the **Find an Existing Value** tab, click **Search**
 - b. Select your run control
 - c. Click **Run**

Payment Posting Request

Run Control ID: PAYMENTPOSTING

Process Request Parameters

Request ID: RAB08
 Description: PYMT POSTING MONTHLY
 *Process Frequency: Always Process
 *Post Payment Option: Post All Banks
 Autopilot Run Control

SetID	Bank Code	Bank Account	Payment Method	Payment Reference

Buttons: Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Add, Update/Display

- d. Change **Run Date** to the **last day of the month**
- e. Change **Run Time** to **6:15:00PM**
- f. Click **OK**

ACCOUNTS PAYABLE MONTH END CLOSE PROCESS

Process Scheduler Request

User ID RAB08 Run Control ID PYMT_POSTIN_MONTHEND

Server Name PSNT Run Date 03/31/2017
 Recurrence Recurrence Run Time 6:15:00PM
 Time Zone Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	PS/AP Payment Posting	AP_PSTPYMNT	Application Engine	Web	TXT	Distribution
<input checked="" type="checkbox"/>	CHWPOSTP	CHWPOSTP	PSJob	(None)	(None)	Distribution

OK Cancel Refresh

10. **Posting Vouchers (AGAIN):** Navigate to **Accounts Payable-Batch Processes-Vouchers-Voucher Posting.**

- Under the Find an Existing Value tab, click Search
- Select your run control
- Click Run

Voucher Posting Request

Run Control ID VOUCHER_POSTING_MONTHEND

Run

Process Request Parameters

*Request ID RAB08
 *Description VOUCHER POSTING
 *Process Frequency Always Process
 *Post Voucher Option Post All Units
 *Prepayment Application Method Invoicing Supplier

Post Voucher List

Business Unit	Voucher ID	Control Group ID	Contract ID	SetID	Origin

Autopilot Run Control

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

- Change Run Date to the **last day of the month**
- Change Run Time to **7:15:00PM**
- Click OK

Process Scheduler Request

User ID RAB08 Run Control ID VOUCHER_POSTING_MONTHEND

Server Name PSNT Run Date 02/28/2017
 Recurrence Recurrence Run Time 7:15:00PM
 Time Zone Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PS/AP Voucher Posting	AP_PSTVCHR	Application Engine	Web	TXT	Distribution

OK Cancel Refresh

11. **Landed Cost Extraction:** Navigate to **Accounts Payable-Batch Processes-Extracts and Loads-Extract Landed Cost.**

- Under the Find and Existing Value tab, click Search
- Select your run control
- Click Run

ACCOUNTS PAYABLE MONTH END CLOSE PROCESS

- d. Change Run Date to the **last day of the month**
- e. Change Run Time to **7:45:00PM**
- f. Select the CHWPOSTP box
- g. Click OK

12. Creating Accounts Payable Journals: Navigate to General Ledger-Journals-Subsystem Journals-Generate Journals.

- a. Under the Find and Existing Value tab, click Search
- b. Select your run control
- c. Change To Date to the **last day of the month**
- d. Verify all other information matches print screen below
- e. Click Save
- f. Click Run

- g. Change Run Date to the **last day of the month**
- h. Change Run Time to **8:15:00PM**

ACCOUNTS PAYABLE MONTH END CLOSE PROCESS

- i. Click OK

Process Scheduler Request

User ID RAB08 Run Control ID AP_JOURNALGENERATOR_MONTHEND

Server Name PSNT Run Date 02/28/2017
 Recurrence Recurrence Run Time 7:45:00PM
 Time Zone Time Zone

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	FS_JGEN	FS_JGEN	Application Engine	Web	TXT	Distribution

OK Cancel Refresh

13. **Post Withholdings:** Navigate to Suppliers-1099/Global Withholding-Maintain-Post Withholdings.

- Under the Find and Existing Value tab, click Search
- Select your run control
- Change Through Date to be the **last day of the month**
- Verify all other information matches print screen below
- Click Save
- Click Run

Withhold Transaction Post

Run Control ID POST_WITHHOLDINGS Report Manager Process Monitor Run

*Request ID RAB08 Description POST WITHHOLDING

*Process Frequency Always Process

*Post Option Post All Transactions

*Through Date 02/28/2017

Include	*Business Unit	Description
<input checked="" type="checkbox"/>		

Save Before Running

Save Return to Search Previous in List Next in List Notify Add Update/Display

- Change Run Date to the **last day of the month**
- Change Run Time to **8:45:00PM**
- Click OK

Process Scheduler Request

User ID RAB08 Run Control ID POST_WITHHOLDINGS

Server Name PSNT Run Date 02/28/2017
 Recurrence Recurrence Run Time 8:45:00PM
 Time Zone Time Zone

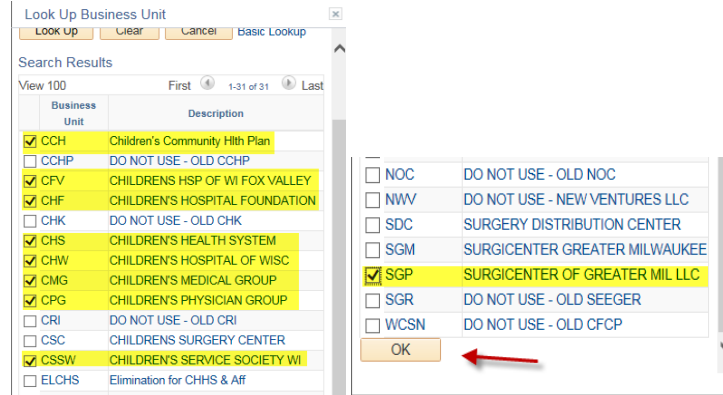
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Withholding Posting	AP_WTHD	Application Engine	Web	TXT	Distribution

OK Cancel

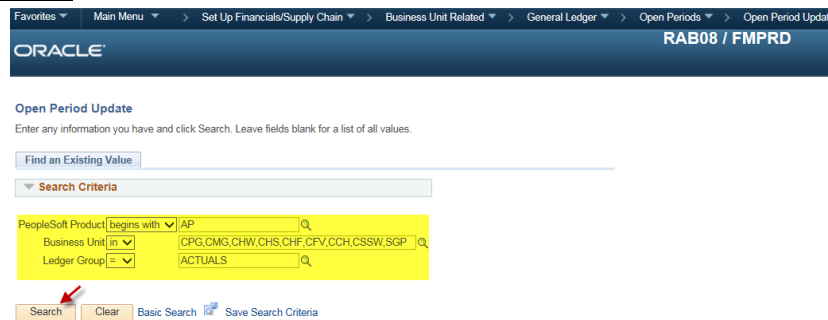
14. **Open Periods:** Navigate to Setup Financials Supply Chain-Business Unit Related-General Ledger-Open Periods-Open Period Update.

- Change PeopleSoft Product to begins with AP
- Change Business Unit to in and select all active business units
- Click OK

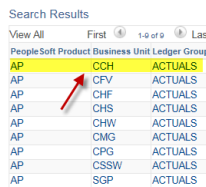
ACCOUNTS PAYABLE MONTH END CLOSE PROCESS



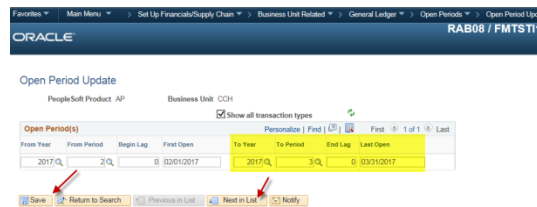
- d. Change Ledger Group to = Actuals
- e. Click Search



- f. Select the first business unit from the listing



- g. Change the To Year to be the current year or following year if it is year end
- h. Change the To Period to the next month
- i. Click Save
- j. Click Next in List
- k. Repeat steps 14/g-i for all business units

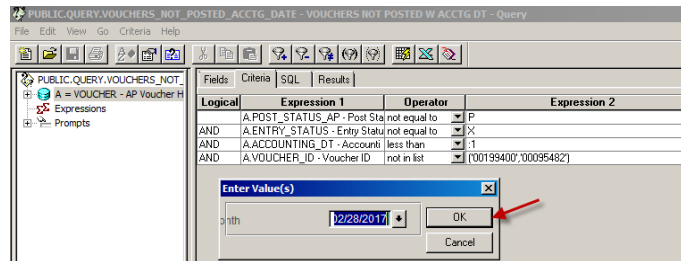


Steps are now complete for the last day of the month. All other month end tasks need to be performed on the first day of the month.

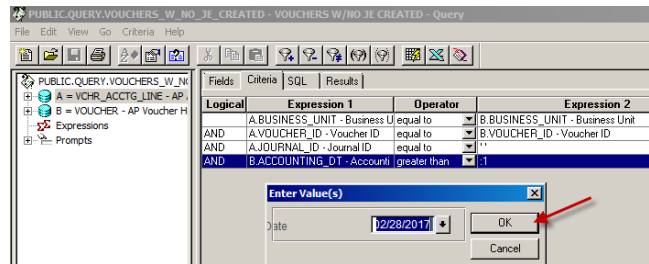
ACCOUNTS PAYABLE MONTH END CLOSE PROCESS

The following steps should be performed on the first day of the new month. These steps must be completed prior to **10:00am**.

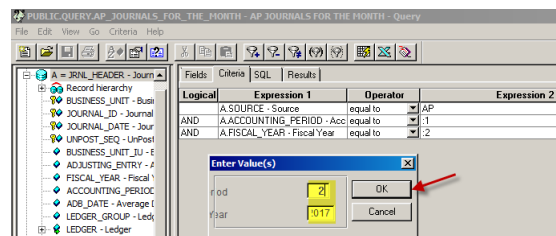
15. **Verify Run Status:** Navigate to **Main Menu-PeopleTools-Process Scheduler-Process Monitor**
16. Verify that all run controls you scheduled last night have a **Run Status** of **Success**
17. Open FMPRD two-tier and run the following query to excel **VOUCHERS_NOT_POSTED_ACCTG_DATE**
 - a. When prompted, enter the first day of the new month
 - b. Click **OK**



- c. Report should be blank. If not, review results and repost those vouchers.
18. In FMPRD two-tier query, run the following query to excel **VOUCHERS_W_NO_JE_CREATED**
 - a. When prompted, enter the **last day of the previous month**



19. In FMPRD two-tier query, run the following query to excel **AP JOURNALS FOR THE MONTH**
 - a. When prompted, enter the month and year that you are closing
 - b. Click **OK**
 - c. Print report and place in your month end folder



20. In FMPRD two-tier query, run the following query to excel **OPEN_PAYABLES_JGH**
 - a. When prompted, enter the current date (first day of the month)
 - b. Save to your desktop to email Finance team after month end is complete.
21. **Edit Journals:** Navigate to **General Ledger-Journals-Process Journals-Edit Journals**
 - a. Under the **Find and Existing Value** tab, click **Search**
 - b. Select your run control
 - c. Change **Journal Date From** to be the **first day of the month you are closing**
 - d. Change the **To Journal Date** to be the **last day of the month you are closing**

ACCOUNTS PAYABLE MONTH END CLOSE PROCESS

- e. Verify all other information matches print screen below
- f. Click Save
- g. Click Run

- h. Choose PS/GL Journal Edit with a Web/TXT format
- i. Click OK

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	PS/GL Jnl Edit and Error Rpt	GLJEDERR	PSJob	(None)	(None)	Distribution
<input checked="" type="checkbox"/>	PS/GL Journal Edit	GL_JEDIT	Application Engine	Web	TXT	Distribution

- j. When process is completed running, you may see a warning status in the process monitor. This is telling you that some journals did not edit due to an error. You can review errors by running the journal errors audit (step 22)

22. In FMPRD two-tier query, run the following query to excel **JOURNAL_ERRORS_AUDIT**

- a. Change Fiscal Year to be the year in which you are closing
 - i. The only time this is updated is at year end
- b. Change Accounting Period to be the month you are closing
- c. Run Query

Logical	Expression 1	Operator	Expression 2
	A.BUSINESS_UNIT - Business U	in list	{'CHW','CHS','CHK','CHF','CMG','ITC','CPG','SGR','SG
AND	A.FISCAL_YEAR - Fiscal Year	equal to	2017
AND	A.ACCOUNTING_PERIOD - Acc	equal to	2
AND	A.SOURCE - Source	equal to	AP
AND	A.JRNL_HDR_STATUS - Journal in list		{'E'}

- d. Report should be blank but if data appears, you will need to correct the journal (step 23)

23. **Correct Journal Errors:** Navigate to **General Ledger–Journals–Journal Entry–Create/Update Journal Entries**

- a. Click on Find an Existing Value

ACCOUNTS PAYABLE MONTH END CLOSE PROCESS

- b. Delete all defaulted information
- c. Update Business Unit with the correct entity
- d. Input the Journal ID that appeared on your Journal Errors Audit query
- e. Click Search

Oracle RAB08 / FMDEV16
 Create/Update Journal Entries
 Enter any information you have and click Search. Leave fields blank for a list of all values.
 Find an Existing Value | Add a New Value
 Search Criteria
 Business Unit = SGP
 Journal ID begins with = AP00097717
 Journal Date =
 Document Sequence Number begins with =
 Line Business Unit =
 Journal Header Status =
 Budget Checking Header Status =
 Source =
 Entered By begins with =
 Attachment Exist =
 Case Sensitive
 Search | Clear | Basic Search | Save Search Criteria

- f. Click on the lines tab
- g. Check the Errors Only box
- h. Fix the accounting on the lines that are errors
 - i. See below example on common SGP journal error. Note that the correct accounting in highlighted in yellow and the incorrect is highlighted in red.
- i. Click Save

Oracle RAB08 / FMDEV16
 Header | Lines | Totals | Errors | Approval
 Unit: SGP | Journal ID: AP00097717 | Date: 12/31/2016 | Errors Only
 Template List: IntraUnit | Search Criteria: *Process | Change Values: Process | Line: 10 of 10
 Lines to add: 1

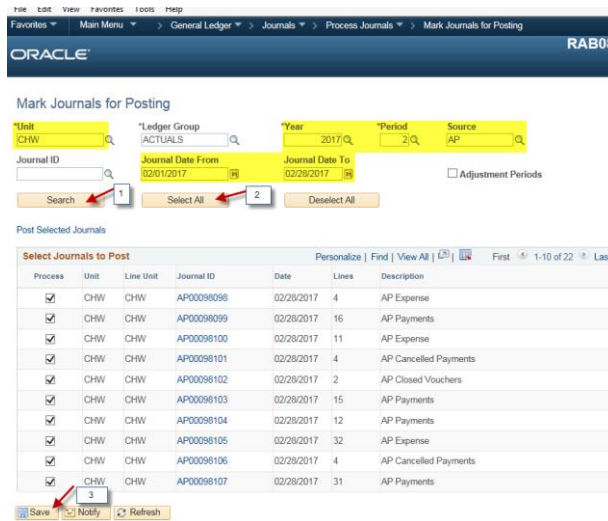
Select	Line#	Error	Unit	Ledger	Account	Fund	Dept	Product	PC Bus Unit	Project	Activity
<input type="checkbox"/>	66	X	SGP	ACTUALS	6930		3300				
<input type="checkbox"/>	67	X	SGP	ACTUALS	6930		3300				
<input type="checkbox"/>	68	X	SGP	ACTUALS	6930		3300				
<input checked="" type="checkbox"/>	69	X	SGP	ACTUALS	6930		9965				

Totals
 Unit: SGP
 Total Lines: 69
 Total Debit: 64,973,620
 Total Credit: 64,973,620
 Journal Status: E
 Save | Return to Search | Notify | Refresh | Add | Update/Display

- j. Change Process to Post Journal
 - k. Click on Process
 - l. Click OK
 - m. Repeat correction steps for all journal errors
 - n. Note: SGP freight is a common journal error. All line errors associated with SGP freight should be changed to department 3300.
 - o. Re-run Journal_Errors_Audit query to ensure all errors were corrected.
24. **Mark Journals for Posting**: Navigate to **General Ledger-Journals-Process Journals-Mark Journals for Posting**
- a. Input Unit for the appropriate business unit/entity
 - b. Update Year
 - c. Update Period
 - d. Change Source to AP

ACCOUNTS PAYABLE MONTH END CLOSE PROCESS

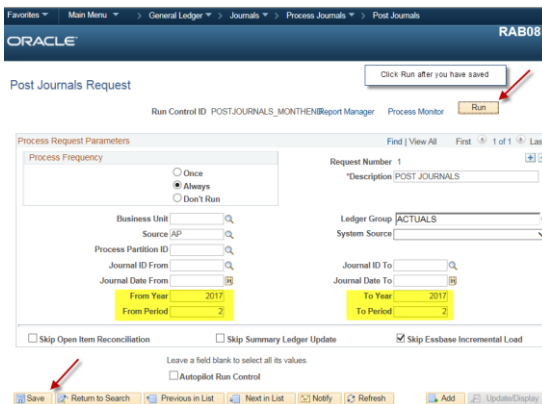
- e. Update Journal Date From so it equals the first day of the month you are closing
- f. Update Journal Date To so it equals the last day of the month you are closing
- g. Click Search
- h. Click Select All
- i. Click Save



- j. Repeat steps 24/a – i for each business unit
 - i. CHW, CHS, CFV, CHF, SGP, CMG, CSSW, CPG & CCH

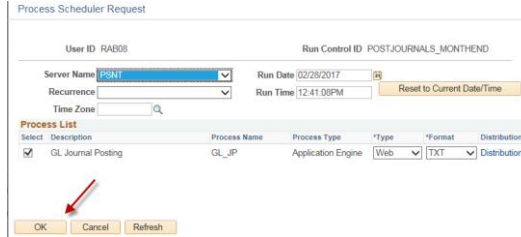
25. **Post Journals:** Navigate to **General Ledger-Journals-Process Journals-Post Journals**

- a. Click on Find an Existing Value, click Search
- b. Select your run control
- c. Update From Year to reflect the year you are closing
- d. Update To Year to reflect the year you are closing
- e. Update From Period to reflect the period you are closing
- f. Update To Period to reflect the period you are closing
- g. Check to make sure all other information from screen shot below matches
- h. Click Save
- i. Click Run

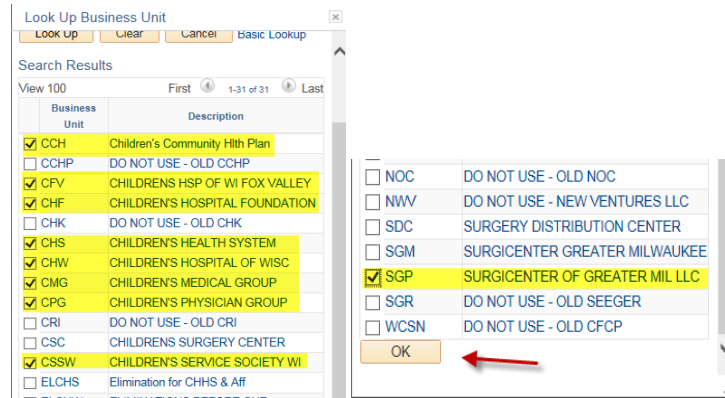


- j. Click OK

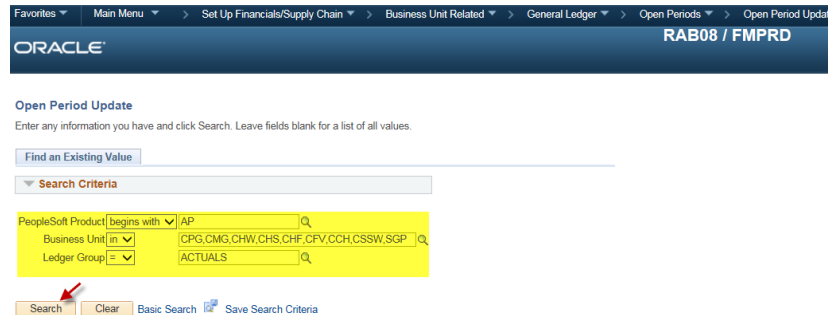
ACCOUNTS PAYABLE MONTH END CLOSE PROCESS



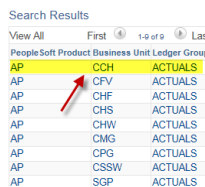
26. In FMPRD two-tier query, run the following query to excel **AP_JOURNALS_NOT_POSTED** (no changes need to be made to the query prior to running)
 - a. Report should be blank but if data appears, double check to make sure all journals were marked for posting
27. **Close Period:** Navigate to **Setup Financials Supply Chain-Business Unit Related-General Ledger-Open Periods-Open Period Update.**
 - a. Change PeopleSoft Product to begins with AP
 - b. Change Business Unit to in and select all active business units
 - c. Click OK



- d. Change Ledger Group to = Actuals
- e. Click Search



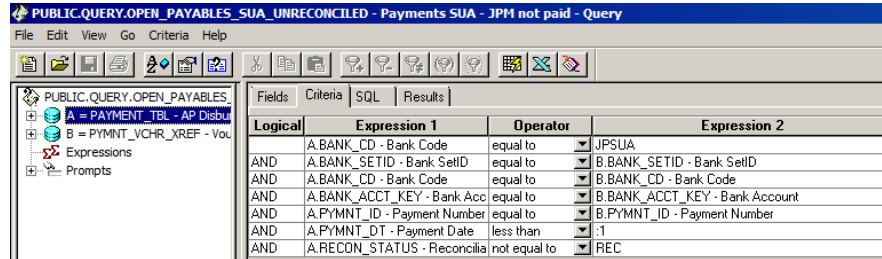
- f. Select the first business unit from the listing



- g. Change the From Year to be the current year or following year if it is year end
- h. Change the From Period to the current month
- i. Click Save
- j. Click Next in List

ACCOUNTS PAYABLE MONTH END CLOSE PROCESS

- k. Repeat steps 27/g-j for all business units
- 28. Send email to Finance Staff and attach the Open Payables Report and Voided Payment register for all entities.
- 29. In FMPRD two-tier query, run the following query to excel **OPEN_PAYABLES_SUA_UNRECONCILED** (no changes need to be made to the query prior to running).



- a. When prompted, enter the current date (first day of the month)
- b. When query has completed running, email results to Chris Johnson
- 30. In FMPRD two-tier query, run the following query to excel **AUDIT_VENDOR_SANCTIONS_LIST**
 - a. The query needs to provide 6 months of data. When prompted, enter the day of the month, six months back
 - i. For example if today's date is 03/01/2017, when prompted you would enter the date of 8/31/2016.
 - b. When query has completed running, email results to Jennifer Grant, Sr Internal Auditor